

American Standard Typewriter Keyboards



Reg. U. S. Pat. Off.

X4.7-1966

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Foreword

(This Foreword is not a part of American Standard Typewriter Keyboards, X4.7-1966.)

Keyboard arrangement standardization will benefit both user and manufacturer. The greatest benefit to the user will occur in the areas of operator training, purchasing, and interchangeability of machines and operators. Over a period of many years, schools for training operators, and countless numbers of operators themselves have been oriented to the basic keyboard arrangements proposed herein. The manufacturers will also gain economically by a reduction in the number of different machines they produce, thereby reducing inventories of parts and completed products.

On an international scale, standardization of the number and general arrangement of printing keys, and of the alpha-numeric characters and symbols on these keys, is understandably complicated because of differences in languages and traditional practices. Among American typewriter manufacturers and users, however, there is common practice with respect to the 42 most basic keys. This practice differs slightly between electric and manual typewriters, and, in fact, the electric keyboard arrangement provides certain functional advantages to the manufacturer. For these reasons, it is possible to con-

ceive of the eventual use of the electric typewriter keyboard on manual as well as electric typewriters.

Because of the increasing acceptance of electric typewriters among customers, the electric typewriter keyboard arrangement provides a good first step towards more general keyboard arrangement standardization. Therefore, the de facto American electric typewriter keyboard arrangement is proposed as a preferred standard, with the de facto American manual typewriter keyboard arrangement (previously cited in reports as the BEMA Training Chart Keyboard) as an alternate standard. Both de facto standards are considered in this standard.

The ASA Subcommittee on Typewriters, X4-A1, through which this proposal was developed and processed had the following personnel:

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1. Scope and Purpose

1.1 Scope. This standard prescribes the arrangement of the 42 basic printing keys on the typewriter and the characters, upper and lower case, that appear on the keys. It also includes the two shift keys and space bar.

1.2 Purpose. The purpose of this standard is to provide the greatest benefit to the user in the areas of operator training, purchasing, and interchangeability of machines and operators.

2. Definitions

Alphabetic. An adjective pertaining to the letters in an alphabet.

Alpha-Numeric. An adjective pertaining to the alphabet and numerals that comprise a complete set for a particular language.

Case. A group of characters similarly positioned with respect to the shift.

Key (Key Top, Key Button). A finger contact member which, upon actuation, results in a machine response.

Functional Key. A key on the machine that results in a machine action other than a printing impression such as space, carriage return, backspace, tabulate, etc.

Printing Key. A key on the machine that results in a printing impression.

Keyboard. The area of a machine on which the printing and functional keys are arrayed.

Keyboard Arrangement. The position of the keys relative to one another and the arrangement of characters on them.

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* Universal Decimal Classification

Lower Case. A group of characters, usually containing the small alphabet, numerals, and certain symbols, that are in printing position with the shift key in its customary position (not depressed).

Numeric. An adjective pertaining to Arabic numbers.

Shift. The facility to change from one case to another.

Symbol. Any of the punctuation marks and signs used instead of a word or words to represent an operation, relationship, spoken sound, etc.

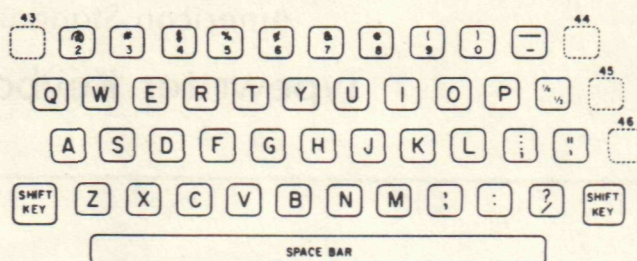
Upper Case. A group of characters, usually containing the capital alphabet and certain symbols, that are brought into printing position by depressing the shift key.

3. Qualifications

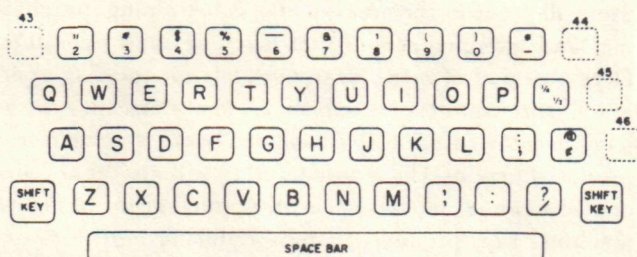
This standard relates to keyboard arrangement only. It does not specify the physical characteristics and dimensions of the keys and keyboard.

Key numbers 43 through 46 are depicted only to show the preferred order of keyboard expansion. It is not intended to indicate any key numbering system.

When expanding to key 43, the preferred assignment is the numeral "1" in the lower case position.



**Electric Typewriter Keyboard
Preferred Arrangement**



**Manual Typewriter Keyboard
Alternate Arrangement**